



TOPSHAM MUSEUM

PERMISSION TO PHOTOGRAPH DISPLAYS AND EXHIBITS POLICY

Created: 27 November 2014

Reviewed: September 2019, Nov 2024

Date for Next Review: Nov 2029

Filming and photography

Visitors to Topsham Museum are permitted to take photographs and film themselves, family and friends and to make the most of our displays and exhibitions.

- Photographs must be for personal use only, using hand-held cameras and phones. Additional equipment such as tripods, monopods, gimbals and lighting is not permitted in the galleries.
- Flash photography anywhere in the Museum is not permitted as the use of flash is obtrusive and can spoil other visitors' enjoyment
- Objects, plinths or cases must not be moved or touched while taking photographs or filming

We encourage visitors to share their personal experience of their visit on social media, provided it is for private, non-commercial purposes (see final paragraph).

If Topsham Museum does not hold the rights to objects or images and the owners or donors have withheld permission for photographs to be taken, this will be made clear by notices or information provided by the Room Steward.

Topsham Museum may, from time to time, run family events and activities. Permission will always be obtained from the child's parent or guardian if photographs of the event are being taken and the child could be identified from the photograph. We will not take photographs of visitors at the Museum without obtaining their permission in advance.

Images of objects are displayed in the Collections section of Topsham Museum's website. Downloading of the images is permitted subject to the conditions set out below regarding commercial use of those images.

If you wish to use photographs or videos for commercial purposes (i.e. for or dedicated towards, commercial advantage or private monetary compensation), permission must be obtained in advance from the Trustees. Please address enquiries to The Secretary, Topsham Museum, 25 Strand, Topsham EX3 0AX. The Trustees reserves the right to impose fees for the commercial use of images and to determine these fees in regard to the proposed use of those images.

Signed:

J. Ellis

Jenny Ellis
Chairman and Trustee

Nov 2029

Gill McLean

Gill McLean
Secretary and Trustee